

Adding Dockets

The **Add Docket** link is located in the top right tool bar and is accessible from any screen within the site.

(A) Click the **Add Docket** link, the **Add Docket** pop-up window appears.

(B) Enter the **Title** of the Docket.

(C) From the dropdown, select the **Docket Type** as Rulemaking or Nonrulemaking.

Note: The **RIN** field appears by default for you to enter, if applicable, on the Rulemaking Docket.

(D) Select the appropriate **Phase Name** from the dropdown.

(E) Click the radio button next to **Yes** if a RIN is available and enter the RIN.

Note: If you do not have a RIN at this time, select the radio button next to **No**, and the **RIN** field displays a value of "Not Assigned".

(F) Select the **Document Assignments Template** from the dropdown.

Note: Agencies using the **FDMS Records** feature will be able to select a **File Plan** on this screen.

(G) Click the **Create** button to add the Docket.

(H) Add/edit additional metadata fields in the resulting Docket Details screen (Refer to **Managing Dockets QRG**).

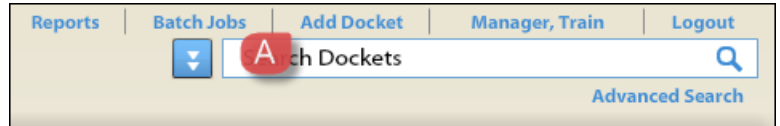



Figure 1: Add Docket Link

Figure 2: Add Docket pop-up window

Adding Documents / Bulk Import

Add a single Document with or without Attachment/s or Bulk Import multiple primary Documents from within the Docket Tree.

(A) To access the **Docket Tree**, click the  icon (not shown here) from your search results or list of Dockets or Documents.

(B) Click the **Add Doc/ Bulk Import** button located at the top of the Docket Tree. The **Add New Document** or **Run A Bulk Import** pop-up window appears as shown in **Figure 4** (see page 2).

Note: By default, the Document/s will be added to the current phase sequence which is highlighted in the Docket Tree (not shown here).

(C) Two options are available to add Documents:

- ❖ **Add Document** – Select this option to add a Document with or without Attachments.
- ❖ **Bulk Import** – Select this option to Bulk Import multiple Documents into the Docket. Bulk Import creates individual Documents for each file uploaded into the system.

(D) From the dropdown menu, select the **Document Type**.

Note: Documents added will upload to the most current Phase Sequence of the Docket. To upload to a specific Phase sequence select the appropriate phase from the Docket Tree prior to Adding Documents/Bulk Import.

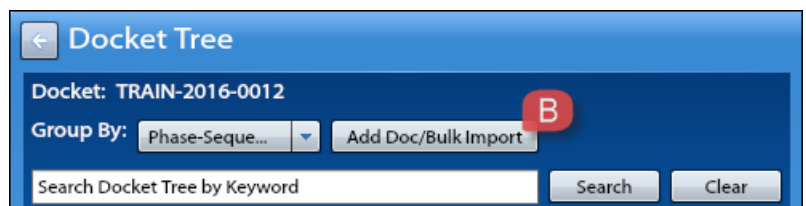


Figure 3: The Add Doc/Bulk Import Button

Adding Documents / Bulk Import Continued...

(E) **Public Submissions** must be associated with the applicable Federal Register Document. Click the **Search Documents** button and the **Set Comment-on Document ID** search window appears.

(F) Select the FR Document from the list, or search for the Document using a full or partial Document ID, or a keyword.

(G) Once the FR Document is selected, click the **Ok** button.

(H) Click the **Browse** button to search and upload the files.

Note: The Total Size of Selected File(s) is displayed at the bottom of the list of Documents to be uploaded.

(I) Click the  icon to delete the file prior to adding a Document or bulk importing.

(J) Click the **Add Document** or **Bulk Import** button based on the radio button selected in step (C) to add the Document(s).

(K) Add/Edit additional metadata fields in the resulting Document Details screen (Refer to **Managing Documents QRG**).

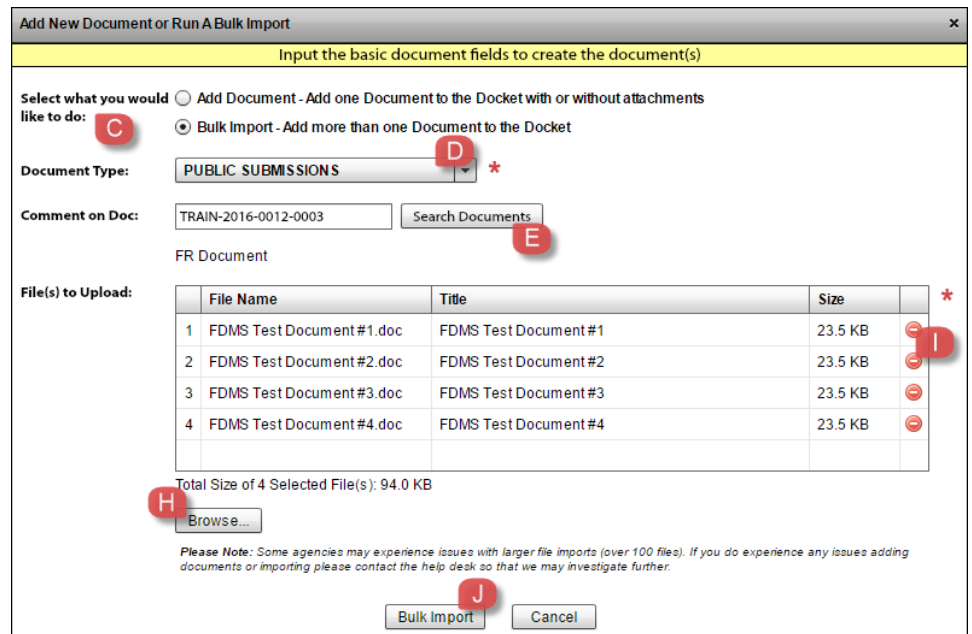


Figure 4: Add New Document or Run A Bulk Import Pop-up Window

Adding Attachments to an Existing Document

You can add an Attachment to an existing primary Document in FDMS from the Attachments Tab.

(A) To access the **Attachments** tab, click the Document ID of the Document where the Attachment needs to be created and then navigate to the **Attachments** tab (not shown here).

(B) The **Attachments** tab displays the number of existing Attachments and lists all Attachments.

(C) Click the **Add Attachment** link at the bottom left of the Attachments List. The **Create New Attachment** pop-up window appears.

(D) To attach a file, click the **Browse** button. A browse window appears, select the file(s) to be attached.

(E) Click the **Create** button to add the Attachment(s).

(F) Add/edit additional metadata fields as needed in the resulting Attachment Details screen (Refer to **Managing Documents QRG**).

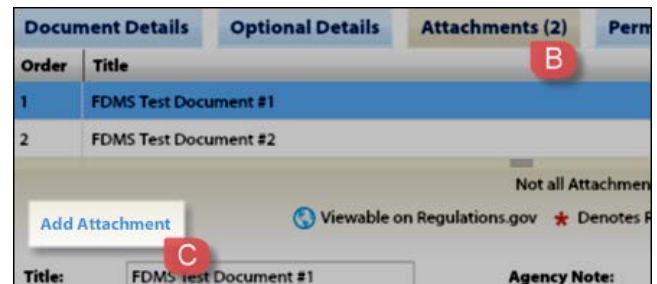


Figure 5: Attachments Tab & Add Attachment Button

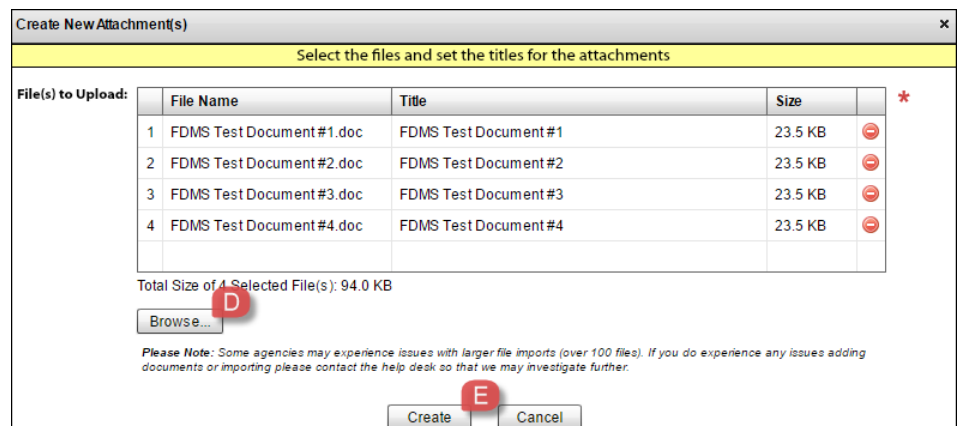


Figure 6: Create New Attachment Pop-up Window